



GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE

OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)

An-IV Section

10-A, S.K. BOSE ROAD, KOLKATA: 700001

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No.270/AN-IV/SAS-Pt.II/SEPT/2018

Dated: 21/05/2018

To

- I. All CF & A (Fys), ii) All Br. Accounts Offices,
- II. All sections in MO, including Railway Section & RTC (ER)
- III. Website Cell, Main Office, Local

Sub: SAS Part-II Examination scheduled to be held in September' 2018

Ref: CGDA's Most Important Circular No. AN/SAS/16102/SAS-II/SEPT/2018/PROG dated 11.05.2018  
(Uploaded on website).

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Head Quarters office vide circular under reference has decided to conduct the SAS PART-II Examination as per the following schedule / programme.

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
TUESDAY 04.09.2018	Paper – V	10.00 AM To 1.00 PM	Works, Stores & Internal Audit (Practical- With Books)	100
WEDNESDAY 05.09.2018	Paper – VI	10.00 AM To 1.00 PM	Works, Stores & Internal Audit (Theory- Without Books)	100
THURSDAY 06.09.2018	Paper – VII	10.00 AM To 1.00 PM	Financial Management, IFA System and Elements of Law (Theory- Without Books)	100
FRIDAY 07.09.2018	Paper – VIII	10.00 AM To 1.00 PM	Office Communication	150
SATURDAY 08.09.2018	Paper-IX	10.00 AM To 11.30 AM & 12.00 PM To 1.30 PM	Fundamentals of Electronic Data Processing (Theory) and (Practical)	100

2. The case of each intending candidate (including those who are on deputation) may please be recommended on the basis of the following criteria:-

**(A) NORMAL CHANCES**

- a) Those who qualified SAS Part-I Examination held in April, 2018.
- b) Those who qualified SAS Part I Examination May 2017 but could not qualify SAS Part II Examination September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).
- c) Those who qualified SAS Part I Examination August 2016 but could not qualify SAS Part II Examination December 2016 and September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).

- d) Those who qualified SAS Part I Examination May 2015 but could not qualify SAS Part II Examination November 2015, December 2016 and September 2017 . Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).

**(B) SPECIAL CHANCE**

- a) Those candidates who passed SAS Part I Examination, November 2007 but could not qualify SAS Part II Examination in April 2008, November 2009, September 2013, May 2014, February 2015, November 2015, December 2016 and September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).
- b) Those who qualified SAS Part I Examination April 2009 but could not qualify SAS Part II Examination held in November 2009, September 2013, May 2014, February 2015, November 2015 December 2016 and September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).
- c) Those who qualified SAS Part I Examination April 2013 but could not qualify SAS Part II Examination September 2013, May 2014, February 2015, November 2015, December 2016 and September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).
- d) Those who qualified SAS Part I Examination December 2013 but could not qualify SAS Part II Examination May 2014, February 2015, November 2015, December 2016 and September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).
- e) Those who qualified SAS Part I Examination September 2014 but could not qualify SAS Part II Examination February 2015, November 2015, December 2016 and September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).
- f) Those SAS Apprentice who could not qualify SAS Part II Examination September 2013, May 2014, February 2015, November 2015, December 2016 and September 2017. Further, candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).

**Note: No application for withdrawal would be considered for candidates availing special chance.**

3. Names of intending candidates who fulfill the prescribed criteria may please be sent (both hard copy as well as CD/floppy in MS Excel) in the enclosed proforma to Main Office within the scheduled date as mentioned at para 8 below. Exemption marks obtained, if any by the candidates should clearly be shown in the proforma.

- 4. The following instructions may please be observed while completing the above proforma.
  - a) Candidates shall have to choose any one from (A) Army, (B) Air Force, (C) Navy and (D) Factory while answering question on Optional Section irrespective of the organization in which they are presently serving.
  - b) The centre of examination will be nearest to the duty point of the candidate. In case where due to exceptional circumstances, a candidate desires to take the examination at a centre other than the one nearest to the candidate's duty point, an application by the candidate containing specific recommendations of the Controller shall be sent to Main Office for onward transmission to HQrs office for consideration. Under no circumstances, the candidate shall be permitted to sit in the examination as per his / her choice without prior approval of the HQrs. Office

- c) The examination will be conducted at Allahabad, Bangalore, Chandigarh, Chennai, Cochin, Dehradun, Guwahati, Jabalpur, Jaipur, Jammu, Kanpur, Kolkata, Lucknow, Meerut, New Delhi, Patna, Pune-'A' (PCDA(O) and Secunderabad provided sufficient candidates are appearing there from. The Centres are subject to change depending on administrative convenience. The candidates should be advised to give firm indication of the Centre (with due regard to the prescribed criteria) in the very first instance. Rule 25 of SAS Rules 2007 in respect to freezing of transfers of candidates after notification of their Roll Number may also be adhered to.

5. As per SAS Rule 26 candidates shall be allowed option in all the papers to answer the questions either in English or in Hindi. All the question papers will be printed bilingually. The option is however, for the complete paper only and not part thereof. Therefore, a candidate can opt to answer all questions of a full paper or all papers either in Hindi or English. In other words, optional use of Hindi or English question-wise will not be permitted and such answer books will not be evaluated and Zero marks will be awarded. This aspect may be brought to the notice of the candidates. If a particular candidate has opted to answer only one or all the four papers completely in Hindi, the fact may be shown in the proforma in the column provided for the purpose. A 'NIL' report may also please be sent in case no candidate has opted for Hindi.

5.1. The Paper – V & VI comprises of section – I (Common to all) and Section – II (Optional) viz. Sub. Section (A)-Army (B)-Air Force (C)-Navy (D)-Factory. As per SAS Rule 15 (vii) separate Answer books are provided to answer each section. Of late it is observed that candidates are attempting the optional section in the Answer Book meant for compulsory section (Common to all) and vice versa. It is brought to the notice of all the candidates that the section opted by the candidate in Paper V and VI is to be attempted in the separate Answer Books specifically provided. Non-adherence to the instructions will lead to non-evaluation of such Answer Books and zero mark will be awarded.

6. In pursuance of guidelines notified vide Ministry of Social Justice and Empowerment, Deptt of Disability Affairs, New Delhi OM No. 16-110/2003-DD.III dated 26.02.2013 details of the physically handicapped category of the candidates may be intimated. In case a physically handicapped candidate is desirous of availing facility of scribe/compensation time etc. application duly recommended by CFA (Fys) along with requisite medical certificate may be forwarded for consideration of request by the Competent Authority. In this regard reference is also invited to HQ's office circular no. AN/SAS/16100/PH/Guidelines dated 12.08.2013.

7. As per instructions contained in Govt. of India, Cabinet Secretariat, Dept. of Personnel and Administrative Reforms OM No. F.36021/10/76-Estt. (SCT) dated 21.01.77 regarding relaxation of standards in the case of Scheduled Caste/Scheduled Tribe candidates in qualifying examination, it has been decided by CGDA to lower/relax the qualifying standards for SC/ST candidates appearing in this Examination upto a maximum extent of 5% in individual paper/aggregate. This may be brought to the notice of all the SC/ST candidates. Names of candidates who belong to reserved community may please be furnished to this office while sponsoring their names itself, as per instructions contained in HQ's office Circular No. 0611/AN/K/(orders) dated 12.9.77. Candidates may also be asked to declare whether they belong to the reserved or the unreserved community and such declaration may be kept on record. A specimen of the declaration is enclosed.

7.1 Further, in terms of HQ's Office Circular No. AN/II/2151/PC-1089(N) dated 11.01.2013 regarding verification of caste certificate of SC/ST & OBC candidates at the time of initial appointment/promotion, it is requested that necessary undertaking as stipulated therein, in consonance with DoP&T OM No. 36011/3/2005-Estt (Res), dated 09.09.2005 may also be invariably obtained from SC/ST candidates besides aforesaid declaration and kept on record.

8. The list of the eligible candidates may be prepared Centre-Wise strictly according to the PROFORMA enclosed and dispatched by name to Shri S.K.Ghosh, IDAS, AC of A(Fys) latest by 15<sup>th</sup> June, 2018 (Friday) positively (FAX No. 033-22480991) to enable this office for onward submission to HQrs office within the stipulated time. The list may also be uploaded in cda-cal@nic.in/aniivpcoa.dad@hub.nic.in. It has been observed that in past some of the Controllers offices are not adhering to the date fixed for submission of the list of candidates. HQrs office has also intimated that no request for allotment of Roll Nos. to candidates received after cutoff date will be entertained except due to unavoidable administrative reasons and responsibility of the same will devolve on respective office. It is therefore enjoined upon that keeping in view of the time constraint all effort should, therefore be made to adhere to this date to enable Head Quarter Office to hold the examination as per the time schedule. The names of the candidates who are finally selected by HQ's office to appear in the SAS PT-II Examination and the Roll Numbers assigned to them, will be intimated to the concerned Controllers, as soon as possible after receiving from HQ's Office.

9. Absenteeism not only results in all round increase in work, but also wasteful expenditure of making administrative arrangements for holding the examination. As per SAS Rule 14(b), each permission to appear in SAS Part-I or Part II examination will count as one chance against the respective part, whether a candidate actually sits for the examination or not unless he / she is specifically allowed to withdraw his/her name by the CGDA. In accordance with the ibid proviso read with SAS Rule 14(d) withdrawal of the candidate not submitted within laid down time period would count as a chance. It may be clarified that as per decision of MoD(Fin), withdrawal of a candidate on medical ground was removed when the scheme of SAS Examination was received during 2007. As such failure to appear in this examination by way of absenteeism or medical ground and request submitted after time limit specified in SAS Rule will entail forfeiture of one of the four valuable chances allowed to candidates as per revised SAS Rules. It may further be clarified that under no circumstances request for withdrawal in respect of candidates availing special chance will be accepted. The candidates may accordingly be informed.

10. Detailed rules governing SAS Examinations together with detailed New Syllabus, recommended books etc. have already been notified and circulated to all Controllers. However, the detailed syllabus of the examination is mentioned in Annexure 'A' enclosed for information of the candidates. In case of revision of manuals etc., candidates may be suggested that it is in their own interest to update / revise the rules and regulations accordingly.


11. It has been observed that the details of exemptions are not furnished in some cases causing unnecessary embarrassment to all concerned. Controllers are requested to ensure that details of last examination with year and Roll No. are furnished in the proforma (even when there is no exemption) to enable this office to ensure that exemption details and the details of last examination are not omitted to be shown.

12. All prospective candidates should be advised that it is in their own interest to start preparation for the examination without waiting for the intimation about acceptance of their candidature. It is also likely that all the candidates are not making full use of training classes where these are held under the scheme contained in HQrs office letter No. AN/0611/AN/K dated 17/7/58 (as amended). The concerned authorities are requested to take steps to see that the candidates take adequate interest in the training classes and attend the same regularly.

13. As the dispatch /receipt of this circular may take some time, it is impressed upon all concerned that for adherence to the time frame of examination, necessary action may be taken immediately based on uploading of circular on this office website without waiting for copy by post.

14. Receipt of this communication may please be acknowledged.

Encl: As above

  
(S.K.Ghosh, IDAS)  
Asstt. Controller of Accounts (Fys)

CERTIFICATE

I .....do hereby declare that -

\* (i) I belong to .....(name of community)  
which is included in the list of Scheduled Caste / Scheduled Tribe ( as the case may be).

Or,

\* (ii) I do not belong to SC/ST community

Signature:

Designation:  
Account No.:  
Roll No.:

\* Strike out which is not applicable

.....  
**( To be used by the Main Office of Principal Controllers / Controllers concerned)**

The declaration has been verified as per the information recorded in the Service Book of the individual and found correct.

Signature and Name

**Sr. Accounts Officer /Accounts Officer (AN)  
Office of the PCDA /CDA**

Dated the ..... 2018

**PROFORMA**  
**FIRST CHANCE**

**SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2018**

**Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination**

Sl. No	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ SC/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest centre to the candidates duty point	Details of SAS Part-I Examination		Particulars of Sub-section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam. In HINDI	Remarks, if any
											Roll No.	Year of the Exam			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature

**PROFORMA  
SECOND CHANCE**

**SAS PART II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2018**  
Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ SC/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest Centre to the candidates duty point	Details of SAS Part-I Examination		Particulars of Sub-Section viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam. In HINDI
											Roll No.	Year of Exam		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Details of SAS Part-II Examination, September, 2017 including Exemption			Remarks, if any
Roll No	Paper	Marks	
16	17	18	19

Name & Signature of the Board Members

Name & Signature

Acceptance and Recommendations of Principal Controller/Controller

**PROFORMA**  
**THIRD CHANCE**

**SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2018**

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No.	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ SC/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest centre to the candidates duty point	Details of SAS Part -I Examination		Particulars of Sub-Section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI
											Roll No.	Year of Exam	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI	Details of SAS Part- II Examination, December, 2016 including Exemption			Details of SAS Part- II Examination, September, 2017 including Exemption			Remarks, if any
	Roll No	Paper	Marks	Roll No	Paper	Marks	
15	16	17	18	19	20	21	22

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature



**PROFORMA**  
**FOURTH CHANCE**  
**SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2018**

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No.	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ SC/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest centre to the candidates duty point	Details of SAS Part -I Examination		Particulars of Sub-Section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI
											Roll No.	Year of Exam		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Details of SAS Part- II Examination, November 2015 including Exemption			Details of SAS Part- II Examination, December 2016 including Exemption			Details of SAS Part- II Examination, September 2017 including Exemption			Remarks, if any
Roll No.	Paper	Marks	Roll No.	Paper	Marks	Roll No.	Paper	Marks	
16	17	18	19	20	21	22	23	24	25

Name & Signature of the Board Members

Name & Signature

Acceptance and Recommendations of Principal Controller/Controller

**PROFORMA  
SPECIAL CHANCE**

**SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2018**

**Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination**

Sl. No.	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ SC/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest centre to the candidates duty point	Details of SAS Part-I Examination		Particulars of Sub-Section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI	Details of SAS Part-II Examination, 2008 including Exemption		
											Roll No.	Year of Exam			Roll No.	Paper	Marks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Details of SAS Part-II Examination, Nov. 2009 including Exemption			Details of SAS Part-II Examination, Sept. 2013 including Exemption			Details of SAS Part-II Examination, May 2014 including Exemption			Details of SAS Part-II Examination, Feb. 2015 including Exemption			Details of SAS Part-II Examination, Nov. 2015 including Exemption			Details of SAS Part-II Examination, Dec. 2016 including Exemption			Details of SAS Part-II Examination, Sept. 2017 including Exemption			Remarks, if any
Roll No.	Paper	Marks	Roll No.	Paper	Marks	Roll No.	Paper	Marks	Roll No.	Paper	Marks	Roll No.	Paper	Marks	Roll No.	Paper	Marks	Roll No.	Paper	Marks	
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature

**(B) AIR FORCE**

IAP - 1501.  
AIR FORCE LOCAL AUDIT MANUAL  
IAP - 1541 - Provisioning and Procurement for Air Force.

**(C) NAVY**

NAVAL STORE KEEPING MANUAL  
INDIAN NAVY VICTUALLING MANUAL  
NAVAL LOCAL AUDIT MANUAL  
PROCUREMENT MANUAL MM3 FOR NAVY  
MATERIAL PLANNING MANUAL FOR NAVY

**(D) FACTORY**

OFFICE MANUAL PART VI.  
FACTORY ACCOUNTING RULES.  
MANUAL FOR PROVISIONING AND PROCUREMENT IN  
ORDNANCE FACTORY

**PAPER - VI**

**WORKS, STORES AND INTERNAL AUDIT (THEORY-WITHOUT BOOKS)**

**SYLLABUS**

**SECTION - I - WORKS ACCOUNTS**

Question will be set from the Books listed in this List of Books Portion below. This Section is common to all candidates.

**SECTION-II- STORE ACCOUNTS & INTERNAL AUDIT**

**(OPTIONAL - ARMY/NAVY/AIR FORCE/FACTORY)**

This Section is optional. Candidates have to opt any one from the follow Sub-Section A to D. Questions will be set from the Books listed in the List of Books Portion below.

- (A) ARMY
- (B) AIR FORCE
- (C) NAVY
- (D) FACTORY

**ANNEXURE 'A'**

**SYLLABUS AND LIST OF BOOKS  
FOR SAS PART-II EXAMINATION**

**PAPER-V**

**WORKS, STORES AND INTERNAL AUDIT ( PRACTICAL-WITH BOOKS)**

**SYLLABUS**

**SECTION - I - WORKS ACCOUNTS**

Question will be set from the Books listed in this List of Books Portion below. This Section is common to all candidates.

**SECTION-II- STORE ACCOUNTS & INTERNAL AUDIT**

**(OPTIONAL - ARMY/NAVY/AIR FORCE/FACTORY)**

This Section is optional. Candidates have to opt any one from the follow Sub-Section A to D. Questions will be set from the Books listed in the List of Books Portion below.

- (A) ARMY
- (B) AIR FORCE
- (C) NAVY
- (D) FACTORY

**LIST OF BOOKS**

**Section - I (WORKS ACCOUNTS)**

MES REGULATIONS  
DEFENCE WORKS PROCEDURE  
OPERATIONAL WORKS PROCEDURE  
U.A.MANUAL  
MES LOCAL AUDIT MANUAL  
O.M. PART -VIII  
QUARTERS & RENT (RENT PROCEDURE)  
IAFW 2249 (GENERAL CONDITIONS OF CONTRACT)

**SECTION - II (STORE ACCOUNTS AND INTERNAL AUDIT)**

**(A) ARMY**

**LIST OF BOOKS**

1. STORE ACCOUNTING INSTRUCTIONS
- ARMY LOCAL AUDIT MANUAL PART- I and II
- DEFENCE SERVICE REGULATIONS VOL I & II (following Chapters/Sections only)
  - Chapter- VI Military Training and Education
  - Chapter - VIII Section 3 Deserters (Paras 376 to 381)
  - Chapter - VIII Section 8 Losses (Paras 431 to 435)
  - Chapter - XVIII Cash and Funds (Paras 801 to 838)
  - Chapter - XIX Stores and Supplies (Paras 861 to 903)
  - Chapter - XX Arms, Ammunition and Explosives (Paras 911 to 946)
  - Chapter - XXII Housing & Quartering (Paras 1011 to 1025)

## PAPER-VII

### FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY-WITHOUT BOOKS)

#### SYLLABUS

#### SECTION-I – FINANCIAL MANAGEMENT

##### **FINANCE:**

- Evolution of Financial Management (Para 1.1 of Financial Management By Prasanna Chandra)
- Financial decision in a Firm (Para 1.2 -do- )
- Goal of Financial Management (Para 1.3 do- )
- Forms of Business Organisation (Para 1.3 do- )
- Organisation of Finance Function (Para 1.3 do- )
- Relationship of Finance to Economics & Accounting (Para 1.3 -do- )
  
- Financial statement and their Analysis (Para 1.3 -do- )
- Time value of money (Chapter – 6 -do- )
- Techniques of Capital Budgeting (Chapter – 11-do- )
- Estimation of Project Cash Flows (Chapter – 12-do- )
- General Systems of Financial Management (Chapter-2 of Swamy's GFR 2017
- Financial Administration in India (Chapter – 3 – Introduction to Indian Government Accounts and Audit (IGAA)
  
- General Rules } Section-I to III of Part-V of Central Treasury Rules (Muthuswamy and Bindra)
- Personal claims of Govt. servant }
- Contingent charges }

##### **BUDGET:**

- Estimates – Preparation and Checks
  - Revised Estimate
  - Estimates for fresh expenditure
  - Estimate for fresh expenditure due to operation
  
  - Proposals involving extra expenditure
  - Provisions of funds for Advances by The Central Govt. Accounted under Civil Estimates
- Chapter-IV FR Part-I Vol.I  
Chapter-10 Introduction to IGAA

##### **PURCHASE PROCEDURE:**

- Procurement of Goods and services and disposal of Stores
  - General conditions of contract
- Chapter-6& 7 of Swamy's GFR 2017  
Chapter-I – Contract & their Management - 2<sup>nd</sup> Edn. – By BS Ramaswami  
Chapter-X FR Part-I Vol-I  
Chapter 2.20 of DGS&D Manual

## LIST OF BOOKS

### Section - I (WORKS ACCOUNTS)

MES REGULATIONS  
DEFENCE WORKS PROCEDURE  
OPERATIONAL WORKS PROCEDURE  
U.A.MANUAL  
MES LOCAL AUDIT MANUAL  
O.M. PART -VIII  
QUARTERS & RENT (RENT PROCEDURE)  
IAFW 2249 (GENERAL CONDITIONS OF CONTRACT)

### SECTION - II (STORE ACCOUNTS AND INTERNAL AUDIT)

#### (A) ARMY

##### LIST OF BOOKS:

STORE ACCOUNTING INSTRUCTIONS  
ARMY LOCAL AUDIT MANUAL PART- I and II  
DEFENCE SERVICE REGULATIONS VOL I & II (following  
Chapters/Sections only

Chapter - VI Military Training and Education  
Chapter - VIII Section 3 Deserters (Paras 376 to 381)  
Chapter - VIII Section 8 Losses (Paras 431 to 435)  
Chapter - XVIII Cash and Funds (Paras 801 to 838)  
Chapter - XIX Stores and Supplies (Paras 861 to 903)  
Chapter - XX Arms, Ammunition and Explosives (Paras 911 to 946)  
Chapter - XXII Housing & Quarters (Paras 1011 to 1025)

#### (B) AIR FORCE

IAP - 1501.  
AIR FORCE LOCAL AUDIT MANUAL  
IAP - 1541 - Provisioning and Procurement for Air Force

#### (C) NAVY

NAVAL STORE KEEPING MANUAL  
INDIAN NAVY VICTUALLING MANUAL  
NAVAL LOCAL AUDIT MANUAL  
PROCUREMENT MANUAL MM3 FOR NAVY  
MATERIAL PLANNING MANUAL FOR NAVY

#### (D) FACTORY

OFFICE MANUAL PART VI.  
FACTORY ACCOUNTING RULES.  
MANUAL FOR PROVISIONING AND PROCUREMENT IN ORDNANCE FACTORY

- **The Arbitration and Conciliation Act, 1996 (26 of 1996)**
  - General Provisions - Chapter I
  - Arbitration Agreements - Chapter II
  - Composition of Arbitral Tribunal - Chapter III
- **The Negotiable Instruments Act, 1881 (26 of 1881)**
  - Preliminary Chapter I
  - Of Notes, Bills and Cheques Chapter II
  - Of Negotiations Chapter IV
- **THE OFFICIAL LANGUAGES ACT, 1963**
  - Short Title and commencement - Section 1
  - Definitions Section 2
  - Continuance of English Language for official purpose of the Union and for use in Parliament Section 3
  - Committee on Official Language - Section 4

#### **THE CONSTITUTION OF INDIA**

- Article 107 - Provisions as to introduction and passing of bills.
- Article 113 - Procedure in Parliament with respect to estimates
- Article 114 - Appropriations Bills
- Article 115 - Supplementary, additional or excess grants
- Article 116 - Votes on accounts, votes of credit and exceptional grants
- Article 123 - Powers of president to promulgate Ordinances during recess of Parliament
- Article 148 - Comptroller & Auditor General of India
- Article 149 - Duties and Powers of C&AG
- Article 150 - Form of accounts of the Union and of the States
- Article 151 - Audit Reports
- Article 264 - Interpretation
- Article 265 - Taxes not to be imposed & are by authority of law
- Article 266 - Consolidated Fund and Public Accounts of India and of the States
- Article 267 - Contingency Fund
- Article 299 - Contracts
- Article 300 - Suits and Proceedings

#### **TAXATION LAW**

- **The Central Sales Tax Act, 1956 (74 of 1956)**
  - Preliminary Chapter 1
  - Formulation of principle for determining when a sale or purchase of Goods taken place in the course of Inter-State Trade or Commerce or outside of State or in the course of import or export. -Chapter 2
- **The Central Excise Act, 1944 (1 of 1944)**
  - Short title, extent and commencement } Chapter I
  - Definitions } Chapter I
  - Reference of certain expressions } Chapter I
  - Levy and collection of duty - Chapter II (Sec 3,4,9,10 & 11)

- Purchase Management 2006 (DRDO)
- DPP 2016
- DPM 2009

**FOREIGN PAYMENT:**

- Accounting and compilation of transactions (Para 243 to 246 OM Part-II Vol-I)
- English Transactions i.e. UK
- Foreign Govts. Other than UK (Para 247 of OM Part-II Vol.I and Chapter 9 of Defence Account Code)
- Foreign Payment Section of PCDA, New Delhi (Content prepared by PCDA, New Delhi/ OM Part-XII-Chapter VI)
- Letter of Credit/Adjustment of debit advices

**PAYMENT OF VARIOUS TAXES/DUTIES:**

- Customs duties - Para 602 of OM Part-II Vol.I
  - Excise duties - Para 10.5 to 10.9
  - Sales Tax - Para 10.10
  - Conduct Sales Tax - Para 10.11 to 10.15
  - Octroi & Local Tax - Para 10.17
  - Escalation and Price Variation - Para 10.1 to 10.3
- } DGS&D Manual

**SECTION-II - IFA SYSTEM**

- (a) IFA System (Army) – GOI, MoD letter No.6(1)/97/D(8-1) dated 8.4.97 and subsequent instructions received from time to time from Ministry/CGDA.
- (b) IFA System (Navy) – Purchase Management & Procurement – Naval Instructions 1/S/97 Navy Min. of Defence letter No.PL/3221/NHQ /9/97/D(N-1) dated 11.3.97.
- (c) IFA System (Air Force) MoD letter No.605/Addl. FA(1) dated 4.4.94 & AHQ/PC/3/ 95307/542/61D Fin-P/564/05/D(AF-3) dated 3.4.97.
- (d) IFA System – IT Projects – GOI, MoD letter No.6(3)/98/D(O-1) dated 04.02.2000.
- (e) Delegation of Financial Powers to Defence Services- 2016 notified vide HQrs Office Circular bearing No.IFA/02/DFPDS-2016 dated 07.09.2016
- (f) Delegation of Financial Powers Rules, 1978.
- (g) Enhanced delegation of powers issued by the Ministry including instructions by Service Headquarters to ensure compatibility with the earlier letters issued.

**SECTION-III - ELEMENTS OF LAW**

**COMMERCIAL LAW**

- **The Indian Contract Act, 1872 (9 of 1872)**
  - Preliminary – Sec-1 & 2
  - Of Contracts, Voidable Contracts and Void Agreements – Chapter II
- **The Sale of Goods Act, 1930 (3 of 1930)**
  - Preliminary - Chapter I
  - Formation of the Contract - Chapter II



- Minimum rate of wages - Section 4
  - Procedure for fixing and revising minimum wage - Section 5
  - Payment of minimum rates of wages - Section 12
  - Penalties for certain offences - Section 22
  - General provision for punishment of other offences - Section 22A
  
- **Payment of Wages Act, 1936 (4 of 1936)**
  - Short title and extent - Section 1
  - Definitions - Section 2
  - Responsibility for payment of wages - Section 3
  - Fixation of wage period - Section 4
  - Deduction for absence for duty - Section 9
  - Penalty for offences under the Act - Section 20
  - Procedure in trial of offence - Section 21
  
- **Audit of Commercial PSUs**
  - Organisational Form
  - Accounts
  - Authority
  - Objections and Scope of Audit
  - Comprehensive Audit
  - Audit Board System
  - Audit Reports

} Chapter 31 Introduction to IGAA
  
- **The Code of Civil Procedures, 1908**
  - Short title, commencement and extent - Section 1
  - Definitions - Section 2
  - Subordination of Court - Section 3
  - Pecuniary jurisdiction - Section 6
  - Courts to try all civil suits unless barred - Section 9
  - Stay of suits - Section 10
  - *Res-judicata* - Section 11
  - Summons to defendants - Section 27
  - Penalty for default - Section 33
  
- **The Administrative Tribunal Act, 1985 (13 of 1985)**
  - Short title, extent and commencement
  - Definitions

} Chapter I

  - Establishment of Tribunals and Benches thereof - Chapter II
  - Jurisdiction, Powers and authority of Tribunals - Chapter III
  
- **Recognition of Service Association Rules, 1993**
  - The basic rules and clarification thereto - (Section-IV chapter 33 of Swamy's Complete Manual on Establishment & Administration - 2008 Edn.)

Note: 1. The syllabus consists of only the basics and fundamentals of the above Laws, Acts etc. in Commercial Laws, The Constitution of India, The Official Languages Act, 1963, Taxation Laws, Industrial Laws, Code of Civil Procedures, 1908, The Administrative Tribunal Act, 1985 and Recognition of Service Association Rules, 1993.

- **The Customs Act, 1962 (Act No.52 of 1962)**
  - Short title, extent and commencement } Chapter I
  - Definitions } Chapter II
  - Powers of officers of customs
  - Dutiable goods } Chapter V
  - Assessment of duty

**INDUSTRIAL LAW**

- **The Industrial Disputes Act, 1947 (14 of 1947)**
  - Short title, extent and commencement } Chapter I
  - Definitions } Chapter II
  - Authorities under this Act
  - Procedure, Powers and duties of Authorities } Chapter IV

**The Contract Labour (Regulation & Abolition) Act, 1970 (37 of 1970)**

- Short title, extent and commencement and applications } Chapter I
- Definitions
- Registration of Establishments employing contract Labour } Chapter II
- Penalties and procedure

• **The Factories Act, 1948 (63 of 1948)**

- Short title, extent and commencement } Chapter I
- Reference to time of duty
- Powers to exempt during public emergence } Chapter X
- Penalties and procedures

• **The Workman's Compensation Act, 1923 (8 of 1923)**

- Short title, extent and commencement } Chapter I
- Definitions
- Employer's liability for compensation
- Compensation to be paid where due and penalty for default } Chapter II
- Penalties

• **Banking Law and Practice**

- Banking System in India - Part I } Banking Law and Practice by P.N.Varshney
- Law relating to Negotiable Instant -Part III
- Letter of Credit . - Part IV

• **The Minimum Wages Act, 1948 (11 of 1948)**

- Short title and extent } Section 1
- Fixation of minimum rate of wage } Section 3

**D. TAXATION LAWS**

7. The Central Sales Tax Act, 1956
8. The Central Excise Act, 1944
9. The Customs Act, 1962

**E. INDUSTRIAL LAW**

10. The Industrial Dispute Act, 1947
11. The Contract Labours(Regulations & Abolition) Act, 1970
12. The Factories, Act, 1948
13. The Workman's Compensation Act, 1923
14. The Minimum wages Act, 1948
15. The Payment of Wages Act, 1936

**F. BANKING LAW & PRACTICE by P.N. VARSHNEY**

**G. OTHERS**

16. IGAA
17. THE CODE OF CIVIL PROCEDURE, 1908
18. The Administrative Tribunal Act, 1985
19. CCS(Recognition of Service Association) Rules, 1993

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**PAPER-VIII**  
**OFFICE COMMUNICATION**

**SYLLABUS**

This is a qualifying paper only in which a candidate has to compulsorily secure 60 marks. Marks secured in this paper will neither be counted in the aggregate marks nor will be added in total marks secured in other papers.

- Précis of correspondence or of notes on an official subject.
- Drafting of an official letter or an Office Memorandum or an Official Note/Communication.
- Test of comprehension of a given passage.
- Drafting of Affidavits, Counter Affidavits, and Legal Communication on administrative matters, pay and pension matters in defending the Court Cases of DAD and non-DAD

**LIST OF BOOKS**

As per syllabus prescribed above.

**PAPER-IX FUNDAMENTALS OF ELECTRONIC DATA PROCESSING**

**SYLLABUS**

This is a qualifying paper only. Marks secured in this paper will neither be counted in the aggregate marks nor will be added in total marks secured in other papers. The paper will be having two parts i.e. Theoretical and Practical Portions.

2. The portions "in so far as they relates to work carried out DAD" and "to the extent applied in DAD" are deleted.
3. The words "Commercial Practice" and "Commercial" appear in syllabus portion of Industrial Law are deleted

## **(B) LIST OF BOOKS**

### **SECTION-I (FINANCIAL MANAGEMENT)**

1. Financial Management by Prasanna Chandra
2. GFR 2017
3. Introduction to Indian Government Accounts and Audit.
4. FR Part-I Vol-I
5. Contract & their Management(2<sup>nd</sup> Edition) by B.S. Ramaswami
6. DGS & D Manual 1999.
7. OM Part-II Vol-I
8. Defence Account Code
9. OM Part -XII/Content Prepared by PCDA, New Delhi)
10. Central Sales Tax Act, 1956
11. Central Excise Act, 1944
12. Custom Act, 1962
13. Purchase Management -2016(DRDO)
14. DPM-2009
15. DPP-2016

### **SECTION-II - (IFA SYSTEM)**

- (a) IFA System (Army)- GOI, MOD letter No. 6(1)/97/D(8-1) dated 8.4.97 and subsequent instructions received from time to time from Ministry/ CGDA.
- (b) IFA System (Navy)- Purchase Management & Procurement- Naval Instructions 1/S/97 Navy Min. of Defence letter No. PL/3221/NHQ/9/97 /D(N-1) dated 11.3.97
- (c) IFA System (Air Force) MOD letter No. 605/Addl.FA(1) dated 4.4.94 & AHQ/PC/3/95307/542/61D Fin- P/564/05/D(AF-3) dated 3.4.97
- (d) IFA System - IT Projects- GOI, MOD letter No. 6(3)/98/D(O-1)dated 4.2.2000
- (e) Delegation of Financial Powers to Defence Services- 2016 notified vide HQrs Office Circular bearing No.IFA/02/DFPDS-2016 dated 07.09.2016
- (f) Delegation of Financial Powers Rules, 1978.
- (g) Enhanced delegation of powers issued by the Ministry including instructions by Service Headquarters to ensure compatibility with the earlier letters issued.

### **SECTION-III-(ELEMENTS OF LAW)**

#### **A. COMMERCIAL LAWS**

1. The Indian Contract Act, 1872
  2. The Sale of Goods Act, 1930
  3. The Arbitration and Conciliation Act, 1996
  4. The Negotiable Instrument Act, 1881
- B.**
5. The Official Language Act, 1963
- C.**
6. The Constitution of India.

- d) Real-time and on-line systems response time-
  - airline/train reservations banking operations
  - electronic funds transfer
  - vodeptext.
- e) An introduction to WAN – Definition and use.
- f) An introduction to the Internet.

- Internet facilities (email, world wide web and e-commerce)
- Web Browsers.

Chapter 18(Computer Fundamentals –4<sup>th</sup> Edition By Pradeep K.Sinha & Priti Sinha-BPB Publications

**(iv) OPERATING SYSTEM (OS) : CONCEPTS, BASIC, OPERATIONS OF WINDOWS.**

- (a) Operating system concepts
- (b) Tasks of Operating system
- (c) Introduction

Unit 8 (IT Tools & Applications By V.K.Jain –3<sup>rd</sup> Rev. Syllabus - BPB Publications)

- DOS
- UNIX

Unit 8 ( -do- ) Chapter 14 (Computer Fundamentals By P.K.Sinha & Priti Sinha BPB Publications

- Windows

- d) Definition of Windows

Getting started

- Using the mouse
- Windows components

Unit 9 ( IT Tools & Applications By V.K.Jain – 3<sup>rd</sup> Rev.Syllabus – BPB Publications

- Control menu
- Menu bar
- Border
- Title bar
- Maximize-minimize
- Scroll bar
- Command button
- Option button check box
- List box
- Using help

- e) Basic file manipulation operating

- Copying,
- Renaming,
- Deleting,

## THEORY PORTION

### (i) INFORMATION CONCEPTS

- a) Definition of information  
Difference between data and information
- b) Physical concepts
  - Storage, retrieval and processing of data
  - Comparison of manual and computer storage.
  - Organisation of data as files
- c) Different types of processing and purpose of processing
- d) Development of data processing systems.
- e) Word and text processing preparation of Technology documents – text editing.
- f) Introduction to Graphics and advantages and disadvantages of Graphics

Chapter 1 (Oliver & Chapman's Data Processing & Information Technology by C.S.French (10<sup>th</sup> Edition) – BPB Publications

Chapter 19 (Computer Fundamentals -4<sup>th</sup> Edn. By Pradeep K.Sinha & Priti Sinha - BPB Publications)

### (ii) ELEMENTS OF A COMPUTER, HARDWARE-SOFTWARE-COMPUTER CAPABILITY AND LIMITATIONS.

- a) Computer – Definition of electronic digital computer
- b) Computer Components – layout and their functions
- c) Characteristics of computers
  - small variety of instructions
  - fast executions
  - accurate.
- d) Hardware – different types of units including peripherals
- e) Software
  - Needs
  - computer language
  - categories of software system
  - applications software.
- f) Limitations of Computer.

Unit I (Information Technology Tools & Applications by V.K.Jain-3<sup>rd</sup> Rev) Syllabus -BPB Publications

### (iii) COMPUTERS AND COMMUNICATION

- a) Computer communication -
  - need for data transmission over distances.
- b) Networking computers
  - Local Area Networking (LANs) need
  - advantages of networking,
  - sharing resources (computer files & equipment),
  - inter user communication,
  - cost,
  - training upkeep
  - security
- c) Types of LANs.

Chapter 17 Computer Fundamentals 4<sup>th</sup> Edn. By (Pradeep K. Sinha & Priti Sinha - BPB Publications

(ii) **OPERATING SKILLS IN WORD PROCESSING PACKAGE**

- (1) Introduction to Word Processing-
- (2) Document Windows
  - Creating various types of Documents
- (3) Printing Documents
- (4) Copying Documents
- (5) Formatting character/Paragraphs
- (6) Formatting page
- (7) Working with Sections/Section Break
- (8) Inserting Header/Footer
- (9) Graphics Feature including charts
- (10) Working with tables
- (11) Mail Merging

(iii) **OPERATING SKILLS IN SPREAD SHEET PACKAGE**

1. **Spreadsheet Concepts**

- Creating,
- Saving and Editing a Work Book,
- Insertion, Deleting Work Sheets,
- Entering data a cell/formula,
- copying and moving data from selected cells,
  
- Handling operators in Formulae, Functions,
- Mathematical logical, Statistical, test, Financial, Date and time functions, Using Function Wizard.

Chapter 15, 16,17, 19, 20-  
I.T T&A by Satish Jain ,  
Shashank Jain and Dr  
Madhulika Jain (2nd Revised  
Edition) -  
BPB Publications)

2. **Formatting a Worksheet**

- Formatting Cells;
- Changing data alignment,
- Changing data, number,
- Character or currency format,
- Changing font, Adding borders and colours
- Printing worksheets,
- Charts and Graphic
- Creating,
  
- Previewing,
- Modifying.

Chapter 18  
- I.T T &A by Satish  
Jain, Shashank  
Jain and Dr  
Madhulika Jain (2nd  
Revised Edition)  
BPB Publications)

**3. Integrating Word Processor, Spread Sheets, Web Pages (Unit 12 - I.T Tools & Applications by V.K.Jain - 3<sup>rd</sup> Rev.Syllabus - BPB Publications) and Chapter 23 of ITT &A by Satish Jain, Shashank Jain & Dr, Madhulika Jain (2<sup>nd</sup> Revised Edn.) BPB Publication**

- Viewing
- Printing,
- Directory Structure
- Listing files in directories  
(creating, changing and deleting directories).

(v) **PRINCIPLES OF DATA SECURITY, PREVENTIVE MAINTENANCE AND TROUBLE SHOOTING.**

- (a) Concepts of security;
  - privacy;
  - protection,
  - authorization

- authentication and password protection
- (b) Preventive measures and treatment
  - hardware and software locks,
  - virus scanners and vaccines

Chapter 29 (Absolute, Beginner's Guide to Computer Basics-3<sup>rd</sup> Edn  
By Michael Miller  
Techmedia/BPB Publications

**PRACTICAL**

(i) **INTRODUCTION TO WINDOWS**

- (a) Using the Mouse - Unit 4 (I.T Tools & Applications By V.K.Jain -3<sup>rd</sup> Rev. Syllabus - BPB Publications)
- (b) Anatomy of Windows - Unit 9 - 9.3 ( -do- )
- (c) Windows Environment - Unit 9 - 9.4 ( -do- )
- (d) Application Window
  - Title Bar
  - Menu Bar
  - Minimise/Maximise/Restore features
  - Scroll Bar
- (e) Menu and Dialog Boxes
- (f) Menu Bar, Menu items, Dimmed Menu items, Hot Key, Short-cut-Key Control Menu, Check Mark, Cascading Windows /Menus
- (g) Help in Windows
- (h) Tool Bars
- (i) Use of Window explorer:
  - View the contents of Directory/Folder
  - Change Directories/Folders
  - Create/Delete Directories/Folders
  - Change Drives
  - Copy, Rename, Delete Files and Folders
- (j) Format CD
- (k) Drag and Drop Features
- (l) Find file.



(iv) **OPERATING SKILLS IN PRESENTATION PACKAGE**

- Creating,
- Opening and Saving Presentations,
- Creating the look of the presentation working in different views,
- working with slides,
- adding and Formatting Text,
- Formatting Paragraphs,
  
- checking spellings and correcting with objects,
- Adding Clip Art and other pictures,
- Designing slide shows,
- Running and controlling a slide show,
- Printing Presentations.

**Unit 13 - I.T T&A by  
V.K. Jain -  
3<sup>rd</sup> Rev. Syllabus -  
BPB Publications)**

**SUGGESTED BOOKS**

1. Information Technology Tools & Applications by V.K. Jain.  
(Third Revised Syllabus, BPB Publications)
2. Oliver and Chapman's  
Data Processing and Information Technology  
By C.S. French (10<sup>th</sup> Edition) BPB Publications
3. Computer Fundamentals  
By Pradeep K.Sinha & Priti Sinha (4<sup>th</sup> Edition) - BPB Publications
4. Absolute Beginner's Guide to Computer Basics  
By Michael Miller (3<sup>rd</sup> Edition) - Techmedia/ BPB Publications
5. IT Tools and Applications  
By Satish Jain, Shashank Jain & Dr. Madhulika Jain (2<sup>nd</sup> Revised Edn.) BPB Publications
6. Any Books on Computer relevant to the syllabus prescribed as the candidates prefer.